

1116 - INTERNAL AUDITOR

NATURE OF WORK

This is highly responsible financial and administrative work planning, directing and participating in the activities of the Internal Auditing Division of the City. Is responsible for supervising and directing operations in the provision of financial and performance audits of City departments, programs and external organizations having a contractual relationship with the City. The incumbent exercises an extensive degree of resourcefulness, initiative, judgement, and professional and managerial knowledge in reviewing and appraising the adequacy of various financial operations, assessing the extent of compliance with established policies and procedures, ascertaining the extent to which assets are accounted for and safeguarded from losses, discerning the reliability of management data, and recommending operating improvements. Supervision is exercised over a staff of professional and clerical employees. General direction is received from the City Manager or designee who holds the incumbent responsible for the attainment of desired objectives and for the professional management of his/her department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Establishes policies for the audit activity and directs technical and administrative functions.

Develops and Publishes an Annual Audit Plan which contains all audits to be performed and staff assignments; Monitors and reports progress made toward completion of Audit Plan.

Reviews, revises as necessary, and approves Audit Programs developed by the Auditors, showing individual audit scope, objectives, steps to be taken in the performance of the assigned audits.

Trains, provides guidance to audit staff in the performance of assigned audit projects; Evaluates the job performance of the Auditors; Reviews and approves work paper/documentation files developed by the Auditor during the performance of audits.

Reviews, revises as necessary, approves and publishes various audit reports, follow-up reports, memos, letters, spreadsheets, etc.

Conducts meetings and corresponds with the City Manager and other appropriate City management, makes presentations or discusses audit findings, recommendations, and compliance status.

Conducts meetings and corresponds with outside agencies, management firms, concessionaires, utilities, lessees, etc. who are the subject of our audits regarding audit findings, recommendations and compliance status.

Authorizes the publication of reports on the results of audit examinations, including recommendations for improvement.

Personally performs special project research, analysis, etc. when assigned by the City Manager or designee. Obtains appropriate supporting documentation.

Develops work paper files and writes reports which are distributed to the City Manager and other appropriate City management.

Reviews, revises and prints various reports, memos, spreadsheets, database reports, etc. and to make

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inquiries into various financial and operational computer bases databases and prints a variety of reports and analytical information residing in those databases.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of governmental accounting, office management, and the principles of public and business administration in their application to governmental accounting.

Thorough knowledge of all Federal, State, and Local laws, ordinances, rules, regulations and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.

Thorough knowledge of generally accepted accounting principles, public finance administration and internal control systems and their methods and application to the development, installation and audit of governmental accounting systems.

Thorough knowledge of the special principles, practices and procedures of auditing with reference to public finance and governmental accounting.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the principles of public personnel administration and of City personnel policies and procedures.

Considerable knowledge of the organization and operating activities of departments and agencies assigned for audit.

Ability to use advanced professional knowledge of the principles of auditing and public administration to formulate departmental policy and control departmental activities.

Ability to plan, organize and supervise, through various levels of executives and supervisors, the work of subordinates in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities.

Ability to exercise judgement and discretion in devising, installing and interpreting departmental and City policies, rules and regulations.

Ability to establish and maintain effective working relationships with senior City management, officials of other public and private organizations, and officials of City departments.

Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.

Ability to evaluate results in achievement of departmental goals and objectives and to redirect efforts and priorities as needed.

Ability to analyze and interpret accounting data, devise audit procedures and techniques or specialized and general accounting systems.

Ability to supervise the preparation of complete and accurate accounting reports and statements, including those of a complex nature.

Ability to exercise sound judgement in the application of audit standards and principles to complex auditing problems.

Ability to keep informed on laws, legal opinions, regulations and standards relating to the conduct of audits in City departments and external agencies.

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MINIMUM REQUIREMENTS

Bachelor=s degree in Business Administration, Accounting, Finance, or a related field. At least five (5) years of progressively responsible auditing experience with a minimum of three (3) years in a supervisory capacity. Additional related experience may substitute for education on a year-for-year basis. **DESIRES:** MBA and/or CPA and/or CIA. Government experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General direction is received from the City Manager or designee. Work is performed with considerable independence of action.

SUPERVISION EXERCISED

Supervision is exercised over a staff of professional and clerical employees. Incumbent is held responsible for their work.

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